

Dear Applicant:

Welcome to Residential Services, Inc. We appreciate your interest in our organization.

Residential Services, Inc., is an Equal Opportunity Employer. Through its *Policies and Procedures Manual* and EEO-1 statistical reports, RSI is proud to reaffirm its commitment to equality of opportunity and pledges that it will not practice or permit any form of discrimination in employment on the basis of race, color, religion, gender, national origin, age, disability, or sexual orientation. We believe that diversity helps us build a stronger and more vital organization.

As you complete your application, it is very important that you answer all questions completely and accurately. We use the information that you provide to help make our hiring decisions. If you provide erroneous, incomplete, or misleading information and are hired, you can be terminated for falsifying your application. We will be contacting your references, employers, and schools, as well as conducting criminal record checks. You will also be required to have a drug screening. We take these measures in compliance with governmental regulations in order to ensure the best possible staff and to ensure the safety and well being of our residents and staff.

Thank you for your interest in our program.

Sincerely,

Dennis Bradshaw  
Executive Director



### III. General Information

Are you legally permitted to work in the U.S.? (Evidence of this will be required if you are hired.)  Yes  No.

Are you able to perform the responsibilities of this position (e.g., driving, dealing with aggressive behavior, lifting and transferring residents) with or without reasonable accommodation?

Yes  No.

If you require accommodations, what would be these be, and how would you perform the responsibilities?

Military Service: Are you a veteran?  Yes  No

Dates of Service:

*We are required by the state to ask:*

Are you required to register for the Selective Service?  Yes  No

If Yes, are you registered?  Yes  No. Signature \_\_\_\_\_

Please explain if you are required to register, but have not done so.

We are required by the state's Division of Facility Services to conduct criminal records checks on our staff members. Have you ever been convicted of or pled guilty to or no contest to any unlawful offense? (This information will not necessarily result in denial of employment.)

Yes  No. If yes, list conviction(s) here:

Date of conviction(s):

County & state where conviction(s) occurred:

Have you ever been convicted of child abuse, neglect or mistreatment or do you have a prior employment history of child abuse, neglect or mistreatment?  Yes  No If yes, explain below.

Do you currently have a chemical dependency on any substance? (This information will not necessarily result in denial of employment.)  Yes  No If yes, please explain.

**Note: Successful completion of a pre-employment drug testing IS required for all RSI staff members.**

#### IV. Education and Training

- A.** List last three schools attended and location, starting with present or most recent one. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** GPA and **E.** Major field of study

A. School & Location (include City & State)	B. No. of Years Completed	C. Degree/ Diploma	D. Overall Grade Point Average	E. Major/Field

Are you enrolled in school now?  Yes  No

If yes, where?  Course of Study?

When do you anticipate finishing school?

Fields of work for which you are licensed, registered, or certified. Give date(s) and sources(s) of issuance.

Do you have a driver's license?  Yes  No

License Number:  State Issuing:

Do you have any points charged against your license?  Yes  No

If yes, how many points and for what offense(s)?

Please list any related skills and trainings you wish to be considered:

**V. Employment Record**

List your PRESENT or most recent employer FIRST. Include all employers, whether related to position applied for or not, and related unpaid volunteer experience.

A. Title: Supervisor's Name:

Employer: Address:

Duties:

Dates Employed: No. hours per week: Salary:

Reason for Leaving:

B. Title: Supervisor's Name:

Employer: Address:

Duties:

Dates Employed: No. hours per week: Salary:

Reason for Leaving:

C. Title: Supervisor's Name:

Employer: Address:

Duties:

Dates Employed: No. hours per week: Salary:

Reason for Leaving:

D. Title: Supervisor's Name:

Employer: Address:

Duties:

Dates Employed: No. hours per week: Salary:

Reason for Leaving:

Have you ever been dismissed from a position or asked to resign from a position?

Yes  No. If yes, please explain

## VI. References

Please list **three** references, giving name, address, and phone number for each. **Two** of these **must be work (i.e., supervisors) or school (i.e., a professor or teacher) related**. The third may be a professional or personal reference. (No relatives.)

A.

B.

C.

I hereby certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that my falsification of this record may be considered cause for termination. I authorize persons, schools, current employer and any other organizations, agencies or employers to provide RSI with any relevant information needed to consider my employment. I understand that any offer of employment is conditional upon RSI receiving satisfactory verification of the information on this application.

I understand and agree that this employment application does not create a contract of employment, and that no representative of this company has the authority to make an oral contract of employment with me.

NOTE: This application will not be considered for any position unless it is entirely completed.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date received (office): \_\_\_\_\_

Equal Employment Opportunity Statistical Information

Residential Services, Inc. is an Equal Opportunity Employer and does not discriminate against applicants, employees, or clients on the basis of sex, race, color, disability, age, national origin, religion or marital or veteran status. In order for us to properly assess the effectiveness of our efforts to ensure that all applicants enjoy equal access to hiring opportunities, we regularly access our track record in this area. In order to do this, we need to know the EEO status of applicants for positions and would appreciate it if you would fill in the information below.

This information is not part of your application for employment; it will at all times be kept separate from application forms and personnel files. This information will be kept confidential and will in no way be used as part of any hiring or promotional decision. If you do not wish to complete this form, it will not in any way affect your opportunity to be employed by RSI.

Name:            Date:

Position Applied For:

Referral Source:

Advertisement             Employee                             Relative    Walk-in                             School  
 Employment Agency    Other:

Name of Source: (if applicable)

Sex (check one):     Male     Female

Date of Birth:

Race (check one):  Hispanic     Black             White  
 Asian/Pacific Islander     American Indian  
 Other:

Are you an individual with a disability?    Yes             No

**NOT FOR INTERVIEW PURPOSES. TO BE FILED SEPARATELY FROM APPLICATION.**

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